

# Application for a District Associate Judge or Magistrate Position

## Part 1 – Background Information Form

**Notice to Candidates:** There are two parts to this application. Part 1 of the application includes information that is subject to public disclosure under Iowa Code section 22.1(3). The names of applicants will be released to the public. Commissioners may investigate any sources they deem necessary to determine an applicant's qualifications.

**Applications must be filed by Friday, April 28, 2017 at: 4:30 p.m.**

**Instructions:** You must provide responses to the following requests for information to be considered for the district associate judge or magistrate position. Create a separate document in which to provide the following requested information. Sign and date your completed application at the end of each of the two parts of the application. **Parts 1 and 2:** Send the original to the Commission Chair and a copy to each commission member as soon as possible. Include a recent photo of yourself, if you choose.

### A. Personal Information

1. Full name.
2. City and county of residence.
3. Business telephone number(s).
4. Are you related (within the third degree of consanguinity) to any of the members of the Magistrate Appointing Commission(s) involved in the selection process for the position for which you are submitting this application? If your answer is "yes," please explain.
5. Have you ever had a social relationship or business relationship (e.g., as a business or law partner) with any of the members of the Magistrate Appointing Commission(s) involved in the selection process for the position for which you are submitting this application? If your answer is "yes," please explain.
6. Identify any offenses for which you have ever been convicted by federal, state, or other law enforcement authorities for violation of any federal law or regulation, state law or regulation, or county or municipal law, regulation or ordinance. For each offense, give details and the disposition. Do not include any offenses that have been officially deferred or expunged according to law, and do not include traffic violations for which a fine of \$250 or less was imposed, unless you were arrested.

### B. Education, Publications, Honors

1. List each college and law school you have attended; include any degrees you were awarded and the dates (month and year) you received those degrees.
2. List any relevant honors, prizes, awards, or other forms of recognition that you have received; include the dates of the awards.
3. List all legal articles or books you have published; include the citations and dates.

4. Submit a written brief, opinion, or other legal writing sample. (Do not submit a writing sample that includes confidential information about you or any other person.)

### **C. Law Practice/Employment**

1. List the courts or jurisdictions in which you are admitted to practice law, including any administrative bodies with special admission requirements, and the dates of admission for each.
2. List chronologically the employment that you have had since your initial admission to practice law in any state or federal jurisdiction. For each such employment, generally describe the type of legal practice, if any, in which you were involved.
3. Describe the general nature of your current law practice.
4. Are you currently an officer or director in any business organization or corporation? If the answer is "yes," provide the name of the business, the nature of the business, the title of your position, the nature of your duties, and the term of your service.
5. List all county, state, and national bar associations and professional organizations memberships and the years you have been a member of each (e.g., 1998 to present). Identify any committees on which you have served in the associations or organization(s) and the titles and dates of any offices you have held with such associations or organizations.
6. Provide the approximate number of *pro bono* cases you have handled in the past 10 years (if any), the average number of hours of *pro bono* services you have provided per year during that time, and the general nature of those *pro bono* cases.
7. List any employment outside of the legal profession that you have had since graduating from law school that may be relevant to this application.
8. Have you ever held public office or have you ever been a candidate for public office? If the answer is "yes," describe the public office held or sought, the location of the public office, and the dates.
9. List any civic organization(s) to which you belong or provide volunteer services. Describe the nature of your involvement with the organization(s), including any offices you have held with the organization(s).

### **D. References**

List the names, addresses, and telephone numbers of up to five persons who are in a position to provide knowledgeable comments about your qualifications for this judicial position.

**Certification:** I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the information I have provided above is true and correct.

Candidate signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Part 2 – Confidential Information Form

**Notice to Candidates:** Responses to the questions listed below will or may disclose information that is confidential under state or federal law. Confidentiality is intended to foster candid responses to certain areas of inquiry. In the event the responses to the confidential application form are the subject of a public records request, you may be asked in the future if you consent to the release of all or a portion of the information provided.

1. Full name.
2. Office and home addresses, zip code(s), telephone numbers, and area codes (name of law firm, if applicable).
3. List the places where you have resided and the dates you resided at each one.
4. If you served in the military and received something other than an Honorable Discharge, please provide pertinent details to explain the situation, including whether such discharge resulted from disciplinary action (administrative or legal).
5. Identify any offenses for which you have been arrested, charged or held by federal, state, or other law enforcement authorities for violation of any federal law or regulation, state law or regulation, or county or municipal law, regulation, or ordinance, but the charges were dismissed or expunged. Include deferred judgments, if any. For each offense, give details and the disposition. Do not include traffic violations for which a fine of \$250 or less was imposed, unless you were arrested.
6. Identify any civil law cases, excluding small claims, in which you have been a named party. Provide a brief explanation of the nature of each case, where and when it was filed, and the outcome.
7. Have you ever failed to file your state or federal income tax return? If your answer is “yes,” explain. [You may rely upon your 5th Amendment right not to answer.]
8. Have you ever been listed on a sexual, child, or dependent adult abuse registry? If your answer is “yes,” explain.
9. Have you ever been the subject of a complaint to any court, administrative agency, bar association, disciplinary committee, or other professional group? If your answer is “yes,” explain the nature of each complaint, where and when it was filed, and the outcome.
10. To perform the essential functions of this position, would you need a reasonable accommodation to address some type of disability? If your answer is “yes,” explain.
11. State any other information that may reflect adversely on you, or which you believe should be disclosed in connection with consideration of you for nomination for the Iowa state judiciary. If there is adverse information that you are reluctant to disclose to the entire Commission, you may disclose it in a separate writing to the Chair of the Commission, who will disclose it to the other members of the Commission in nonpublic session only if, in the Chair’s opinion, that information has a bearing upon your qualifications for the position you seek.

### Certification

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the information I have provided above is true and correct.

Candidate signature: \_\_\_\_\_ Date: \_\_\_\_\_